



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
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Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 13, 2007

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Chiropractic Examiners, Board of

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
01196	Master Folder of Chiropractic Examiners (May Include: Personal Data on Licensed Chiropractor, Educational Certification, Correspondence, Complaints, Board Action, and Radiation Registration) (C) KRS 61.878 (1)(a) (V)	This series documents that a person has met all the requirements to receive a license to practice chiropractics in the Commonwealth of Kentucky pursuant to KRS 312. Information in the file includes documentation of: education from an accredited chiropractic school, location of office, continuing education, annual license renewal, complaints/disciplinary actions, and license revocation information.	This series may include the license application, address, date of birth, Social Security number, educational certification, correspondence, photographs, prior clinical practice, if applicable, satisfactory evidence of good character and reputation, complaints, disciplinary action, administrative hearing documentation, license revocation, if applicable and license restoration.	Agency: I	Records Center: NA	Archives Center: Permanent
				Transfer to State Archives 5 years after termination of license.		
01195	License Applications - Chiropractors (C) KRS 61.878 (1)(a)	This series represents the initial application submitted to Board of Chiropractic Examiners for approval to issue license for chiropractic practice in the Commonwealth of Kentucky pursuant to KRS 312.085.	Original application form which includes name, photograph, address, date of birth, Social Security number, education credentials and transcripts.	Agency: I	Records Center:	Archives Center: P
				Transfer to State Archives five (5) years after termination of license.		
01200	Certificate Books (V)	Pursuant to KRS Chapter 312 and 201 KAR 21:041 Sections 1 and 2, each chiropractor receives a License Certificate indicating he/she has been approved by the Board of Chiropractic Examiners to practice in the Commonwealth of Kentucky. The original License Certificate must be displayed in the Chiropractor's Office and is renewed on or before March 1 each year.	This series contains Licensed Chiropractor's name, the number of the license, address, date of issuance, at least three (3) Board Members' signatures and the Board of Chiropractic Examiners seal.	Agency: 5	Records Center:	Archives Center:
				Destroy		
05731	License Renewal Applications (C) KRS 61.878 (1) (a)	This series documents license renewals by licensed chiropractors. Pursuant to KRS Chapter 312 and 201 KAR 21:041 Sections 1 and 2, each chiropractor licensed to perform chiropractic practice in the Commonwealth of Kentucky is required to renew his/her license on or before March 1 each year. The license renewal procedure requires an application be completed and signed by the requesting individual.	This series contains the name of the requesting individual, address, phone number, date of birth, Social Security number, general information on reprimands and sanctions, and photograph.	Agency: 1	Records Center:	Archives Center:
				Destroy		

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05783	Incomplete Application File (C) KRS 61.878 (1) (a) Change Date: 6/12/2008	This series documents incomplete applications for license to practice chiropractic medicine in the Commonwealth of Kentucky and correspondence related to obtaining the additional required information. Pursuant to KRS 312.115, applicants applying for a chiropractic license to practice in the Commonwealth of Kentucky must pass the written test including questions of essay and/or objective type to measure an applicant's knowledge of subjects of anatomy, physiology, pathology, neurology, histology, hygiene, bacteriology, chemistry, chiropractic orthopedics diagnosis, the use and effect of X-ray and chiropractic principles and practices. 201 KAR 21:070 sets forth examination standards, including but not limited to, holding a National Board of Chiropractic Examiners Certificate of Attainment which indicates that the applicant has passed the examination, Parts 1 and 2, with a score of three hundred seventy five (375) or the recommended passing score of the National Board of Chiropractic Examiners, whichever is greater. The State of Kentucky's requirement for successful passage shall be a score of seventy-five percent (75%) or greater on the test and demonstrated a practical demonstration of clinical competency that has been evaluated by the Board of Chiropractic Examiners.	Series may contain: License application, address, date of birth, Social Security number, educational certification, correspondence, photographs, prior clinical practice, if applicable, satisfactory evidence of good character and reputation, date and address of examination location and correspondence.	Agency: 1 year	Records Center:	Archives Center:
				Destroy one year from receipt of application		
05793	Incomplete Examinations (C) KRS 61.878 (1) (a) Change Date: 6/12/2008	This series documents incomplete applications for examination and correspondence related to obtaining the additional required information. Pursuant to KRS 312.115, applicants applying for a chiropractic license to practice in the Commonwealth of Kentucky must pass the the written test including questions of essay and/or objective type to measure an applicant's knowledge of subjects of anatomy, physiology, pathology, neurology, histology, hygiene, bacteriology, chemistry, chiropractic orthopedics diagnosis, the use and effect of X-ray and chiropractic principles and practices. 201 KAR 21:070 sets forth examination standards, including but not limited to, holding a National Board of Chiropractic Examiners Certificate of Attainment which indicates that the applicant has passed the examination,	Series may contain: License application, address, date of birth, Social Security number, educational certification, correspondence, photographs, prior clinical practice, if applicable, satisfactory evidence of good character and reputation, date and address of examination location and correspondence.	Agency: 1 year	Records Center:	Archives Center:
				Destroy one year from date of scheduled examination date.		

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05782	Examination Failure File (C) KRS 61.878 (1) (a) Change Date: 6/12/2008	This series documents applicants who failed to meet standards during testing procedures. Pursuant to KRS 312.115, applicants applying for a chiropractic license to practice in the Commonwealth of Kentucky must pass the written test including questions of essay and/or objective type to measure an applicant's knowledge of subjects of anatomy, physiology, pathology, neurology, histology, hygiene, bacteriology, chemistry, chiropractic orthopedics diagnosis, the use and effect of X-ray and chiropractic principles and practices. 201 KAR 21:070 sets forth examination standards, including but not limited to, holding a National Board of Chiropractic Examiners Certificate of Attainment which indicates that the applicant has passed the examination, Parts 1 and 2, with a score of three hundred seventy five (375) or the recommended passing score of the National Board of Chiropractic Examiners, whichever is greater. The State of Kentucky's requirement for successful passage shall be a score of seventy-five percent (75%) or greater on the test and demonstrated a practical demonstration of clinical competency that has been evaluated by the Board of Chiropractic Examiners.	This series may include the license application, address, date of birth, Social Security number, educational certification, correspondence, photographs, prior clinical practice, if applicable, satisfactory evidence of good character and reputation, date and address of examination location, score of examination	Agency: 2 years	Records Center:	Archives Center: Destroy 2 years from date of examination
05781	Examination Materials Change Date: 6/12/2008	This series documents a historic collection of resources and references that were used to develop the state competency examinations in chiropractic medicine. This examination material has now been replaced with the National Board of Chiropractic Examiners Examination Part 4. Pursuant to KRS 312.115, examination for a license to practice chiropractic medicine shall be made by the Board of Chiropractic Examiners according to the method deemed by it to be the most practicable and expeditious to the test the applicants' qualifications.	This series may contain: Copy of Examination; a list of practical clinic demonstrations to be performed or scenario questions to be answered successfully by applicant; dates and locations of examination; examination preparers; proctors; transcripts of scores	Agency: P	Records Center:	Archives Center:

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05784	Continuing Education -- Applications for Credit Approval Change Date: 6/12/2008	This series documents requests for approval of continuing education for chiropractors in the Commonwealth of Kentucky. Pursuant to KRS Chapter 312 each chiropractor licensed to perform in the Commonwealth of Kentucky shall renew his/her license on or before March 1 each year and shall meet the continuing education requirements set forth in 201 KAR 21:041 Section 3 Subsections 2, 3, 4 and 5. Chiropractors shall complete a minimum of twelve (12) hours of continuing education over a period of two (2) days and the Kentucky Board of Chiropractic Examiners shall review and approve or disapprove the educational program requested by the applicant. Independent chiropractic educational programs at universities and colleges also submit requests for approval of their continuing educational program.	This series may contain: Name of course, sponsoring organization, objective of the program, number of hours the educational program will be presented and dates presented; names of speakers, instructors and their qualifications and/or educational background, name and address of institution, date of approval by the Board of Chiropractic Examiners, name and address of person certified to attend, and name of Commissioner Board member or person designated by the Commission that may attend to monitor course.	Agency: 1	Records Center:	Archives Center: Destroy in March following the year the course is held
05732	Peer Review Files and Findings (C) HIPPA and KRS 61.878 (1) (a)	This series documents requests for peer review of licensed chiropractors and the results. Pursuant to KRS 312.200 and 201 KAR 21:075, the Board of Chiropractic Examiners appoints a peer review committee to review cases. The committee is not to exceed five (5) licensed doctors of chiropractic medicine, who may not be in direct business relationship with the provider, insurer, or patient. Peer review is at the request of a patient, the patient's representative, insurer, or chiropractor inquiring about a treatment rendered to a patient by a chiropractor. Each inquiry is examined by the Peer Review Committee and a determination made as to whether the chiropractor properly utilized services and rendered or ordered appropriate treatment or services and whether or not the cost of the treatment was unconscionable. The Peer Review Committee provides the findings to the Board and provides copies to the patient, chiropractor, and third-party payer.	This series may contain the following documentation: patient records, review requests, carrier records, and findings.	Agency: 3	Records Center:	Archives Center: Destroy 3 years after resolution of case.
01194	Licensee Ledger Cards	CLOSED SERIES - no longer in use. Documentation located in Series Number 01196.		Agency: P	Records Center:	Archives Center: Retain in Agency
01197	Data on Chiropractic Schools	CLOSED SERIES - records covered in General Schedule M0018, Informational and Reference Material.		Agency: I	Records Center:	Archives Center: Destroy when obsolete

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01198	In-State Mailing List of Chiropractic Examiners	CLOSED SERIES - no longer use. Mailing List is in response to Open Records Request, use General Schedule Series Number M0016.		Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		
01199	Inspectors Pay Record	CLOSED SERIES - no longer use. Records located in General Schedule, Series P0001.		Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
01201	Inspections, Surveys - Individual, Facilities, and Radiation	CLOSED SERIES -- no longer in use.		Agency: 1	Records Center:	Archives Center:
				Destroy		